

- (c) Document all corrective maintenance actions.
- (d) Record completion of preventive maintenance actions on the weekly work center schedule.
- (e) Record any discrepancy noted or identified as deferred maintenance requirement for future accomplishment.
- (f) Inform the work center supervisor of inability to complete scheduled maintenance and any other problems in 3-M operation.
- (g) Perform other duties assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The work center supervisor will report to the leading petty officer and the department 3-M assistant. All personnel assigned to the work center will report to the work center supervisor.

d. Work center supervisors in aviation units should refer to OPNAVINST 4790.2E (NOTAL) for additional duties unique to aviation.

370. MARINE DETACHMENTS AFLOAT

a. APPROPRIATE DUTIES

(1) The primary duty of Marine detachments afloat is the security of weapons per OPNAVINST C8126.1 (NOTAL). Operational and administrative control of Marine detachments afloat is vested in the Commanding Officer of the ship.

(2) Performing the duties as listed below, provided assignment to these duties does not degrade the Marine detachment's capability to perform its primary mission and they do not preclude the Marine detachment from sharing equitably in the ship's liberty program.

(a) Gun crews.

(b) Ceremonial duties, shore patrol, mess duty, laundry duty, mail handling, and working parties which are assigned on a pro rata basis to the entire ship's company.

b. INAPPROPRIATE DUTIES

(1) Performing duties as orderlies aboard Navy Ships.

(2) Performing in any supervisory position involved in administration of the ship's brig.

(3) Performing in any supervisory position involving administration of the ship's correctional custody program.

(4) Administering the ship's pass and badge system.

(5) Providing personal bodyguards or PSD's for VIP's.

(6) Performing as damage control petty officers for common spaces.

c. ADDITIONAL DUTIES

(1) Marine Corps Security Force (MCSF) members will not be assigned additional duties which detract from or interfere with the operations for which the MCSF is primarily organized.

(2) MCSF officers will normally be assigned only those duties which have direct involvement with the physical security of the supported activity. This does not preclude their assignment to collateral duties which are shared on an equitable basis by other officers of the activity, such as courts-martial, boards, committees, etc.

(3) Assignment of MCSF officers to duties other than those directly related to their primary MCSF duties will be made only with the prior approval of the CNO and the CMC. Requests to make such assignments will be submitted in writing by the installation commander or ship's commanding officer, as appropriate, to the CNO via the chain of command and the CMC. Requests will contain justification for requesting the additional duty for a MCSF officer. Requests will also fully identify the MCSF officer by name, social security number, and billet and describe additional duties to be assigned. If approved, additional duties will be valid only for the individual specified. They are not incumbent with the MCSF billet.

d. RESPONSIBILITY OF THE DETACHMENT COMMANDER. The Marine detachment commander will be responsible to the Commanding Officer of the ship for:

(1) The efficiency of the detachment.

(2) Internal administration applicable to the detachment.

(3) Conforming with administrative instructions issued by CMC relative to preparing and submitting of personnel and pay data, training, promotions, disciplinary reports, accounting for Marine Corps property, and similar details.

(4) Training not conducted under the supervision of a head of department. The Marine detachment commander is also responsible to any department head for training conducted under the latter's supervision and for the care and operation of equipment, supplies, and spaces assigned to the Marine detachment.

e. SPECIAL ASSIGNMENTS. Conduct of Fleet Anti-Terrorism Security Teams (FAST), and the status of Marine detachments (afloat) during a Service Life Extension Program (SLEP), or extended ship overhaul, are set out in SECNAVINST 5530.4A, enclosure (2), paragraphs 3 and 4.

f. BATTLE STATIONS. Where practicable, the Commanding Officer of the ship will employ the Marine detachment as an intact division in the organization of the ship for battle.

g. GUARD DUTY. Interior guard duty will be conducted as nearly as possible following the provisions of current security directives. Permanent or standing orders for sentries will be approved by the Commanding Officer of the ship via the Marine detachment commander. When necessary, the Officer of the Deck may give special orders to sentries. Such orders will normally be communicated to the sentries by the sergeant or corporal of the guard.

h. REFERENCES

(1) SECNAVINST 5530.4C, Naval Security Force Employment and Operations.

(2) SECNAVINST 5500.29B, Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection.

(3) OPNAVINST 5530.14C, Navy Physical Security.

371. MARINE ASSIGNMENTS AFLOAT OTHER THAN MARINE DETACHMENTS. Marines, other than members of a Marine detachment, may be detailed to other duties afloat, including but not limited to communications, staff, liaison, guard, aviation, and combat cargo when so ordered by the CNO in coordination with the CMC.

371.1 SHIP COMBAT CARGO OFFICER

a. BASIC FUNCTION. The member of the ship's complement corresponding to the team embarkation officer is the ship combat cargo officer. Each major ship of the amphibious force normally has aboard a trained Marine officer assigned to this duty. Ships with combat cargo officer billets include the attack cargo ship

(LKA), general purpose amphibious assault ship (LHA), amphibious transport dock (LPD), and helicopter/dock landing ship (LHD). On amphibious ships, such as the tank landing ship (LST) and the landing ship dock (LSD), where no Marine combat cargo officer is provided, a Navy officer, normally the First Lieutenant, functions as the ship combat cargo officer.

b. SPECIFIC DUTIES

(1) During the Planning Phase

(a) Advise the Commanding Officer on plans for loading and unloading troop cargo; troop communication requirements; and plan for embarking, billeting, and messing troops.

(b) Prepare, correct, maintain, and distribute the Ship's Loading Characteristics Pamphlet.

(c) Establish and maintain liaison with the embarkation team commander.

(d) Advise and assist the team embarkation officer in preparing the detailed loading and unloading plans.

(e) Provide embarkation team commander with current inventory of USMC Landing Force Operational Reserve Material (LFORM) to include inspection dates on all LFORM, dates pallets of class I were loaded and must be rotated, and lot numbers of class V munitions, as appropriate.

(2) During the Embarkation and Rehearsal Phases

(a) Maintain continuous liaison with the embarkation team commander through the team embarkation officer.

(b) Ensure that the loading plan is being followed.

(c) Ensure that a hatch list is maintained at each hatch, as appropriate.

(d) Keep the Commanding Officer informed of the progress of loading the embarkation.

(e) Advise the Commanding Officer and embarkation team commander of problem areas encountered during the rehearsal phase and recommends corrective action.

(f) In conjunction with the First Lieutenant/Weapons Officer (or Combat Systems Officer), ensure that USMC Landing

Force Operational Reserve Material is not inadvertently offloaded with other landing force material during training exercises/operations. Release authority for use of LFORM will normally be issued prior to any contingency operation.

(3) During Unloading

(a) Make frequent inspections to ensure that unloading is proceeding according to plan.

(b) Ensure that all items of cargo requested on a priority basis are expeditiously located and unloaded.

(c) In cooperation with the team embarkation officer, maintain data from which periodic unloading progress reports are made.

(d) Keep a record of boat requirements, by number and type, necessary to complete unloading.

(4) Handling Cargo. The ship combat cargo officer is not responsible for handling cargo, operating cargo handling equipment, nor for the cargo's safety and security in the cargo holds. The First Lieutenant, his/her assistants, and deck division officers are responsible to the Commanding Officer for these details.

c. ORGANIZATIONAL RELATIONSHIPS. The Ship Combat Cargo Officer serves as a special staff officer to the Commanding Officer. He/she reports directly to the Executive Officer.

380. FLAGSHIPS AND EMBARKED STAFFS. Special arrangements must be made to facilitate working relations between the flagship and an embarked staff. The staff of an embarked commander and enlisted personnel serving with the staff are subject to the internal regulations, orders, and routine of the flagship. Members of the staff will respect the integrity of command of the flagship.

381. PERSONNEL RELATIONSHIPS. Enlisted personnel of the embarked staff will normally be administered as a flag division of the flagship. A staff officer is appointed by the embarked commander as flag division officer. Direct liaison with the flagship Executive Officer must be exercised. The flag division officer, with the approval of the chief of staff and after coordination with the Commanding Officer of the flagship, will assign enlisted flag division personnel to duties, watches, and battle stations; regulate their leave and liberty; and ensure that they comply with the flagship's routine. Flag division enlisted personnel will be responsible to the Commanding Officer